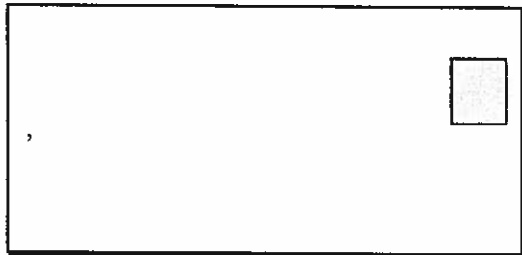


**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To



Employee Name	<u>BECERRA, Lucia</u>
Expense Dates	<u>05/25/10-05/26/10</u>
Total Expense Amount	<u>192.40</u>
Amount Due Employee	<u>192.40</u>
Form ID	<u>TEA000670604</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 05/25	Lodging	92.40	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:



Travel & Expense Account Summary

Employee Name Lucia BECERRA
Expense Dates 05/25/10-05/26/10
Report Name May 2010 Commission

Request Total \$ 192.40
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 192.40

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	May 2010 Comm	192.40

NOTE: (d)=Direct Charge

DATE	Tue May 25	Wed May 26								TOTAL
Mileage Personal Auto	30.00	30.00								60.00
Dinner	18.00									18.00
Lodging	92.40									92.40
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	140.40	52.00								192.40

Travel & Expense Account Summary & Detail
--

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	May 2010	05/25/10	Mileage, Personal Auto	30.00	Cash
Regular Travel	May 2010	05/25/10	Dinner	18.00	Cash
Regular Travel	May 2010	05/25/10	Lodging	92.40	Cash
Regular Travel	May 2010	05/26/10	Mileage, Personal Auto	30.00	Cash
Regular Travel	May 2010	05/26/10	Breakfast	6.00	Cash
Regular Travel	May 2010	05/26/10	Lunch	10.00	Cash
Regular Travel	May 2010	05/26/10	Incidentals	6.00	Cash